

Continuous Program Improvement (CPI) Monthly Support Call *Implementation Tool*

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ETR Associates

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Before we get started...

- Press *6 to mute and *7 to un-mute. Please mute your phone now.
- If you have a question, please tell us your name and agency before asking your question.
- This PowerPoint presentation and a brief feedback survey can be accessed from the ETR website at www.etr.org/ofp.
 - Click on Left sidebar – “Upcoming Events”
 - then under “CPI Monthly Support Calls”

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CPI Resources

- TPP CPI Tool Kit
 - Word versions of each tool are available from your Evaluation Liaison to adapt for your needs.
- ETR Website – www.etr.org/ofp
 - Complete Tool Kits including all appendices are available under the “CPI and Statewide Evaluation” left side-bar heading.
- Activity Checklists for all CPI tools
 - These checklists are available for TPP agencies from Evaluation Liaisons.
- Evaluation Liaison

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CPI Tool Kit Overview

- The CPI Tool Kit provides evaluation tools to help agencies look at aspects of their pregnancy prevention programs in a systematic way for the purpose of program improvements.
- The continuous program improvement process can help your agency strengthen or enhance what you are currently doing.
- CPI results are not intended to compare your program to others.

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Implementation Tool

- Designed to monitor curriculum implementation.
 - Examples: Prevention education, Informational presentations.
- Three different ways you can use this tool:
 - Educator version.
 - Observer version.
 - Informational presentation version.
- Tools are completed by health educators, facilitators, and/or program managers

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Implementation Tool

- Documents *how* lessons or informational presentations are implemented/conducted.
- Good to use if you are:
 - Using a new/revised curriculum/presentation
 - Implementing lessons in a variety of settings
 - Working with new populations
 - Using adult and peer staff to implement lessons or conduct informational presentations

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Implementation Tool

- Designed to find patterns that may show:
 - How programs are being implemented.
 - How informational presentations are being conducted.
- Data from this tool can help identify:
 - Success levels and types of modifications.
 - Types of challenges.
 - Things to change or things to continue.

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Step 1: Decide Where and How often to Use the Tool

- Decide which version of tool to use:
 - Educator.
 - Observer.
 - Informational presentation.
- Decide how often to use the tool.
- Choose a population or setting.

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Step 2: Complete the Implementation Tool

- Customize tool as needed.
- Make one copy of the tool for each lesson/session or informational presentation.
- Review the form with staff before they start using the tool to clarify any questions and to make sure that are comfortable filling it out.
- Complete the tool immediately following each session.

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Step 2: Implementation Tool Required Activities

- Educator/Observer versions:
 - Both versions are the same.
 - Collect data **from every lesson for at least TWO complete** implementation cycles.
- Informational presentation version:
 - Collect data on **at least 4 informational presentations for each health educator** that conducts them.

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Step 4: Interpret your Data

- Look for challenges encountered by staff.
- Identify modifications made to activities or parts of the presentation.
- Determine what worked well and what did not.
- Look at what questions had the most or least change over time.

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Step 5: Report your Findings

- Prepare your *draft* CPI summary.
 - Refer to guidelines on page 3-9 for what to include in your summary.
 - Refer to Appendix 3E for sample summaries.

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Important CPI Dates

- By April 15th submit the following to your Evaluation Liaison and OFP Program Consultant:
 - Copies of your completed implementation tools and any tally sheet(s).
 - *DRAFT* summary of your CPI results.
 - Evaluation Liaisons will provide feedback in approximately 3 weeks.
- By June 1st submit the following to your Evaluation Liaison and OFP Program Consultant:
 - Revised CPI Summary (as needed).
 - Completed CPI Feedback Form (online form Evaluation Liaison will send link with instructions).

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Thank you!

- Open Question and Answer.
- We invite you to complete a brief feedback form about this call.
 - This survey can be accessed from the ETR website at www.etr.org/ofp.
 - Click on left sidebar – “CPI & Statewide Evaluation”
 - Then under “CPI Monthly Support Calls”

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